

Request for Information

Management Contractor/Fiscal Agent for State Personal Assistance Services Program

This Request for Information (RFI) is for Louisiana Department of Health and Hospitals (DHH) planning purposes only and should not be construed as a Request for Proposals (RFP). DHH is under no obligation to contract with a party submitting a response to this RFI.

Background

The State Personal Assistance Services (SPAS) program was created by the Louisiana Legislature in 1987 with Act 781. The SPAS program was created to provide state personal assistance services for persons with significant disabilities in order to support and enhance their employability and/or to avoid inappropriate and unnecessary institutionalization of person with significant disabilities.

The Office of Aging and Adult Services (OAAS) administers the SPAS program. The mission of OAAS is to deliver a system of long-term care services and supports that provide the elderly and persons with adult onset disabilities a safe and healthy environment, quality services, and a choice of service options.

Purpose of the RFI

The purpose of this RFI is to gather information from qualified organizations that can demonstrate the capacity to manage the provision of goods and/or services in a flexible manner to eligible people with severe physical disabilities in order to assist them in living independently. This is for adults participating in OAAS-operated SPAS program for the entire state. There are currently 48 participants.

Functions of Contractor

- Manage provision of goods and services in accordance with a plan of care which are required by a person with significant disabilities to increase a person's independence or substitute for a person's dependence on human assistance and that will assist in maintaining their independence in the community and the ability to be employed. Goods and services may include, but are not limited to: personal assistance, assistive technology and equipment necessary for activities of daily living and/or durable medical equipment.
- Take applications for services and maintain a waiting list for individuals wanting to apply for the SPAS program.
- Determine eligibility for services.
- Act as fiscal agent for persons who request that service. SPAS participants self-direct their personal assistance. Self-direction is a service delivery option which allows participants to become the employers of the people they choose to hire to provide

supports for them. As the employers, participants are responsible for recruiting, training, supervising, and managing the people they hire. The fiscal agent will assist in managing some of the financial responsibilities of being an employer.(i.e. hourly pay, taxes and required payroll withholdings). The participant will report to the fiscal agent all new hire/discharge actions in accordance of the fiscal agent's process. The fiscal agent provides available personal assistance management training.

- Conduct, at a minimum, an annual planning meeting with the participant to include a person centered assessment of the participants needs and preferences; a plan of care identifying the participant's service needs and personal preferences; an individualized budget; and any additional documentation (as needed)
- Follow up with participants annually for assessment, new plan development, and ensure programmatic and financial compliance to program policy and procedures. Monitor the participants' funds to ensure they stay within their budget limitations, and are using the funds according to the plan of care.
- The fiscal agent will give prior authorization for goods and/or services before they can begin or be obtained.
- Complete other functions as necessary to keep the program in compliance with the law, rule, policy, and procedures.

Requirements

- The capacity to enter into an agreement if needed.
- Comply with all applicable rules/regulations.

Responding to the RFI

If you are interested in providing information in response to this RFI, please submit a description of your agency that includes:

- Experience working with persons with significant disabilities
- Experience conducting assessment and developing plans of care
- Capacity (administrative, staffing, fiscal) to provide services

Responses must be limited to 5 pages. Responses should be submitted via mail or email to: Department of Health and Hospitals (Office of Aging and Adult Services) ATTN: Alicia Smith, 628 North 4th Street, Baton Rouge, LA. 70802 or by email: Alicia.smith@LA.GOV subject line "RFI for Personal Assistance Services Program"

Questions may be directed in writing to the above address or email. **All interested organizations must respond by 4:00 pm on September 15, 2014.**